

ACCOUNTANT - 10 Years of Experience



SYAMKUMAR.S

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Objective

To obtain a challenging position in the area of finance in a high-quality professional environment where I can utilize my experience along with my personal and professional skills while making a significant contribution to the success of the company.

Profile

Over Ten years of professional experience in the field of accounting with 5 years of UAE experience. Goal and service-oriented person with good communication skills, highly trainable and fast learner.

Organizational Experience

Accountant

Delta Rent A Car, Sharjah-UAE

March 2016 – October 2018

- ❖ Preparation of Rental, Salik & Traffic Fine Invoices Daily/Weekly/Monthly.
- ❖ Preparation of LPO for Fleets oil service, Tyre change and & other repair works.
- ❖ Updating all Receipts & payments in the system & sending the Daily Business report to the management as per the work assigned.
- ❖ Updating Vendor accounts & preparation of Cheque Books.
- ❖ Updating and Documentation of all Fleets Mulkiya Renewal & passing details.
- ❖ Updating and Documentation of all Walk-in customer & Corporate customer contracts and accounts.
- ❖ Daily/Weekly reconciliation of Bank Statements.
- ❖ Preparation of Wages & Salaries & doing WPS.
- ❖ Preparation of Monthly Sales & collection reports.
- ❖ Handling petty cash and maintain the records with prior approvals.
- ❖ Assisting and coordinating with sales department.
- ❖ Weekly ledger reconciliation of suppliers & Vendors.
- ❖ Assisting Accounts Manager in preparation of final accounts and VAT Return Filing.

Accountant

Shilpi Worldwide JLT Dubai Branch, UAE

May 2014 – February 2016

- ❖ Book the suppliers invoices to the ERP system to process for the payments.
- ❖ Reconcile the supplier's account statement with the company accounts.
- ❖ Daily/Weekly reconciliation of Bank Statements.
- ❖ Handling petty cash and maintain the records in ERP system.
- ❖ Monthly ledger reconciliation with other group companies.
- ❖ Assisting Accounts Manager in preparation of final accounts.

Accountant Cum Admin Assistant **Hi-Tech Group of companies, Dubai-UAE**

March 2012 – May 2014

- ❖ Preparation of petty cash statements.
- ❖ Preparation of Daily/Monthly inventory statements.
- ❖ Preparation of intra group Invoices & Sending to other divisions for approval.
- ❖ Preparation of divisions' Monthly income & Expenditure Statements.
- ❖ Updating and Documentation of all vehicles registration renewal & passing details.
- ❖ Preparation of daily overtime of employees & sending to Head office.
- ❖ Preparation & Verification of tire stocks.

Accountant

Mirones Builders & Developers Pvt. Ltd, Kerala-India

July 2009 – February 2012

- ❖ Prepare and maintaining the accounts up to finalization.
- ❖ Interact with internal & external auditors in completing audits.

Audit Assistant

Vishnu Rajendran & Co, Kerala- India

April 2007 – June 2009

- ❖ Experience of Internal, Statutory and Tax Audits of banks and companies and concurrent Audit of Banks.
- ❖ Managing the preparation of statutory books of accounts.
- ❖ Handling the correspondence to various clients through email, and coordinating with various Dept.

Educational Qualifications

- ✚ Bachelor's Degree in commerce

Software Skills

- ✚ Tally ERP 9
- ✚ MS-Office

Personal Profile

Date of birth : 17th Dec 1986
Marital Status : Married
Nationality : Indian
Driving License : Valid UAE License
Passport : # R4634984 , Valid Till: 05/10/2027
Visa Status : Visit Visa till 05th March 2019

Declaration

I hereby declare that the above-mentioned particulars are true to the best of my knowledge and belief.

Place: Dubai
Date:

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